

The Senator Richard G. Lugar

Award

for the School Food Service

EMPLOYEE OF THE YEAR



Nomination Guidelines

Nominees should have a minimum of two years work experience in school food service. All food service staff except directors are eligible. All nominations will be reviewed by an impartial screening committee. Please provide sufficient detail explaining how the nominee exhibits the qualities listed for the selection criteria.

Entries must include ALL of the following information:

1. Nominee's name and position.
2. School name, address, and telephone.
3. Nominated by: (name, title, telephone, relationship to employee), signature, and date.
4. List all school food service work experience including the length of time at each school.
5. List all food service related classes, conferences, workshops, and projects in which the individual has participated in the past two years.
6. Describe the characteristics and job performance of the employee including attitude, quality of work, efficiency, and attendance.
7. Give examples of how the employee has demonstrated good customer service and promoted nutrition education.
8. Number of employees supervised, if any.
9. Additional comments, if needed.

Entries must be ***postmarked by February 28, 2003***. Faxes will ***NOT*** be accepted.

Please mail to:
Indiana Department of Education
Division of School and Community Nutrition Programs
Attention: Lugar Award
Room 229, State House
Indianapolis, IN 46204-2798

Sponsored by:



Division of School and
Community Nutrition Programs

Cash award provided by:



Indiana Farm Bureau